

NOAA/NESDIS SATOPS Intranet

User Account Request Form

Instructions

To submit request by fax:

1. The request form begins on the next page. Either print out the form to fill it in by hand or fill it in electronically. Required fields are marked with a red asterisk (*). To fill it in electronically, type in the gray boxes to enter your information.
2. Sign the form in the “Requestor” section. If you filled in the form electronically, you will have to print it out to sign it.
3. Fax the completed and signed form to Kelly Giglio at 301-457-5193 ext. 164. A fax cover sheet had been provided on the last page of this document.
4. Once your form has been received and approved, your Username and Password will be emailed to you.

To submit request in person:

1. The request form begins on the next page. Either print out the form to fill it in by hand or fill it in electronically. Required fields are marked with a red asterisk (*). To fill it in electronically, type in the gray boxes to enter your information.
2. Sign the form in the “Requestor” section. If you filled in the form electronically, you will have to print it out to sign it.
3. Deliver the completed and signed form to one of the following locations:

Kelly Giglio
Suitland Federal Center
FB-#4, Room 3317
Suitland, MD

or

Richard G. Reynolds
Suitland Federal Center
FB-#4, Room 3308C
Suitland, MD

4. Once your form has been received and approved, your Username and Password will be emailed to you.

NOAA/NESDIS SATOPS INTRANET

User Account Request

Date:

Account Information:

Name:*

Job Title/Position:

Federal Employee or Contractor (*check one*): ☐ Federal Employee ☐ Contractor

Organization/Company:*

E-Mail Address:*

Telephone #: *

U.S. Mail Address:

Requested Change: *

☐ New Account Request ☐ Update Information ☐ Other

Proprietary Document Access:

Is Proprietary Document Access Needed?

☐ No ☐ Yes

If Yes, for which Company/Project ?

☐ Boeing Satellite Systems (BSS) / GOES N-Q

Note: If you indicated Yes, you will need to fill out the appropriate nondisclosure form(s). (*Contact the SATOPS Intranet Webmaster if you need the appropriate nondisclosure form.*)

Justification and Additional Information:

☐ ATS User – ☐ GOES ☐ POES ☐ DMSP

☐ Other:

Requestor:*

(Signature and Date)

Requestor Agreement: *In applying for this account, I agree that the information I access from this site will only be used in conjunction with legitimate activities supporting the National Oceanic and Atmospheric Administration.*

OSD Approval

Approved: ☐

Denied: ☐

Other: ☐

(Signature and Date)



Kelly Giglio
Computer Sciences Corporation
E/OSD3, FB4, Room 3305
Department of Commerce,
NOAA/NESDIS
5200 Auth Road
Suitland, MD 20746

To: Kelly Giglio, CSC	From:
Fax: 301-457-5722	Date:
Phone:	Pages: 2 including cover
Re: Intranet User Request Form	CC:

☐ Urgent ☐ For Review ☐ Please Comment ☐ Please Reply ☐ Please Recycle

•Comments: